

## *Terms of Reference*

### *For Staff Exchange Programme*

#### *Background and Introduction*

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HEALTH-NCP-NET 2.0 (HNN 2.0) is a project funded by the European Commission with the overall aim of **improving and supporting the professionalization of the services rendered by the SC1 National Contact Points (NCPs)** across Europe. Members of the consortium are 13 NCP organizations from Member States, Associated Countries and one Third Country (Switzerland). **Knowledge sharing and transfer** between the Network is a key objective of the project. As such, we have developed a mentoring programme which includes Staff Exchange as one of its components.

#### *Objective of the Staff Exchange Programme*

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This programme grants the NCPs the **opportunity to travel and learn on-site how the office of a homologue works** whereby the host shows and shares with the visiting NCP their way of working at their institution and delivering NCP services to their clients. These exchanges will be based on a **predefined programme** agreed between the participants (host and visitors), and will ideally take place back to back to an applicant targeted NCP activity (ex. Info day or training event) in the host NCP country that would involve the attending NCPs in the national activity. Involving more than one NCP per staff exchange is beneficial from the perspective of learning and exchanging practices for the group, and therefore the **host office will accept 3-4 NCPs per visit**.

#### *Who can participate?*

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This programme is open to **NCPs from Member States and Associated Countries**.

#### *Duration*

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Staff exchanges will have duration of **2 days** and at least one NCP from each MS and AC will have the opportunity to participate in a staff exchange programme throughout the project lifetime. The project will ensure a maximum of **40 NCPs participating in staff exchange trips**, organized in **10-12 visits to a host office**.

#### *How to apply*

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The calls for proposals are continuously open but there are several cut-off dates per year: i) end of March ii) end of June and iii) end of November (31 March, 30 June and 30 November, at 17.00 Brussels' time). The application should be prepared by both visitors and host NCPs together and submitted by the host institution: 3-4 visitor NCPs required and a single application form per visit. In case an NCP wants to apply for a

staff exchange but has no host institution yet, an individual expression of interest form can be submitted. Application and expression of interest forms can be requested to Patrícia Calado ([patricia.calado@fct.pt](mailto:patricia.calado@fct.pt)). Applications should be submitted at least one month before the staff exchange is planned to begin. They should be sent for evaluation to Patrícia Calado ([patricia.calado@fct.pt](mailto:patricia.calado@fct.pt)) and Marta Barrionuevo ([mbarrionuevo@isciii.es](mailto:mbarrionuevo@isciii.es)). Expressions of interest from individual NCPs will be incorporated in subsequent staff exchanges according to the specific requests.

### *Reimbursement*

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The HNN 2.0 project will fund the **travel and accommodation expenses** of the exchange visit. Booking of flights and hotel is taken care by the project (participants are requested to submit their boarding passes afterwards).

### *Reporting*

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At the end of each visit, the visitor will submit a **short report** (template will be provided) describing the main activities carried out and evaluating the benefit of the visit.